

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT**

TRANSFER OPPORTUNITY

Psychiatric Social Worker I or II or Mental Health Clinician I or II

Full Service Partnership-Interim Funding Program (FSP-IF) and Specialized Housing Program (CRM-SHP) Coordinator

The goals of this program are to encourage, facilitate, and maximize improvement of the quality of psychiatric care at Institutions for Mental Diseases (IMDs) and other various levels of care to improve accountability and accessibility in a manner that ensures appropriate placement and use of services within the system of care. It also is responsible for the development of new and innovative ways of delivering care in residential settings for individuals diagnosed with severe and persistent mental illnesses who are requiring residential services. The Psychiatric Social Worker I or II/Mental Health Clinician I or II is part of a multidisciplinary team that includes a Mental Health Clinical Supervisor, a Psychiatrist, Nurses, Psychiatric Social Workers, Mental Health Clinicians, case managers, and support staff. This position does **not** have any direct client contact and is ideal for someone who prefers working in an administrative setting and if unlicensed, has already completed their hours required for licensure. Primary duties and responsibilities of this role as the **FSP-IF and CRM-SHP Coordinator** include:

- Reviewing applications including clinical documentation for FSP-IF or CRM-SHP to ensure consumers meet criteria for enrollment;
- Completing applicable forms to enroll consumers for IF or SHP;
- Assisting the Program Head and District Chief in monitoring available slots for either FSP-IF or CRM-SHP;
- Reviewing 90 day extensions requests including clinical documentation to ensure that consumers continue to meet criteria to receive FSP-IF or CRM-SHP assistance;
- Reviewing and tracking all FSP case management referrals from County Hospitals, IMDs and State Hospitals while working closely with the Service Area navigators to ensure timely linkage;
- Facilitating quarterly FSP-IF and CRM-SHP meetings;
- Conducting site visits to DMH contracted Adult Residential Facilities to provide technical assistance to the providers as well ensuring that consumers are receiving appropriate services;
- Conducting site visits at DMH directly operated clinics to review FSP-IF and SHP client charts;
- Providing consultation as needed of the FSP-IF and SHP process to the clinics; and
- Tracking outcomes for these clients in order to compile monthly reports.

DESIRABLE QUALIFICATIONS:

- Experience working within a multidisciplinary team;
- Possess good follow-through on assignments;
- Ability to track and monitor expenditures, multi-task, and prioritize under pressure; and
- Organized and proficient in Microsoft Word and Excel to create monthly reports

Interested individuals holding title to the above position are encouraged to send their resume, last two (2) Performance Evaluations and last two (2) years of master time records by **Friday, August 24, 2012** to:

**Jacqueline Yu, LCSW
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Countywide Resource Management
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